

Checklist for School Moves

To ensure a smooth transition, begin gathering the following documents approximately 30 days before you plan to move.

Items Needed from the Parent/Guardian:

- Student's original/certified birth certificate
- Student's social security number/card
- Student's immunization record (yellow card)
- Legal documents, as needed (power of attorney, custody papers, etc.)
- Military housing orders, lease, rental agreement, mortgage document or proof of residency (one or two recent utility bills)
- Local emergency contact or two separate phone numbers

Items Needed from your Current School:

- Address, phone numbers, email, other contact information
- Course description documentation/grading scale (for 6th grade and above)
- School web page
- Other: _____

School Records Needed:

- Most recent report card
- Withdrawal grades with class schedule or progress reports
- Test scores (standardized or special program testing, etc.)
- Current Individual Education Plan (IEP) and/or Individual Accommodation Plan (504) plan
- Medical records to support diagnosis, orders or care under IEP or 504
- Triennial Report and/or Referral for Services
- Other: _____

Other Special Program Records Needed:

- Education Psych Assessment
- All assessment reports
- Gifted and Talented Program description
- English Learner or Bilingual Education description
- At-risk or other action plans for classroom support
- Response to Intervention (RTI) Plan
- Individualized School Healthcare Plan

Kids' Moving Checklist:

- Return any library items I have checked out.
- Decide which clothes and toys I have outgrown and give them away.
- Get pictures of my friends.
- Get contact information from my friends.
- Look up my new hometown on a map.
- Ask my parents how I can help them.
- Request a Youth Sponsor at the new installation through the Youth Center or School Liaison Officer.

Kids' Pet Moving Checklist:

CAR TRAVEL:

- Get my pet used to car travel by helping mom or dad take them on short car rides.
- Pack a leash for my pet's safety.
- Bring food and water for my pet.
- Get mom or dad to stop the car during the trip so that my pet can exercise and take potty breaks.



AIR TRAVEL:

- Get mom or dad to reserve a space on the airplane for my pet.
- Make sure my pet can stand up, lie down and turn around in his crate.
- Write "**FRAGILE! LIVE ANIMAL**" and "**THIS SIDE UP**" on the outside of the carrier. Also, print your name and new address in the carrier.
- Attach a new tag to my pet's collar that has my name and new address.
- Feed my pet a light meal five to six hours before the flight.

MOST IMPORTANT:

- Talk to the vet and write down what he says to do to get pets ready to move.



New School Arrival:

LET THE SCHOOL KNOW

- If your child has an IEP, 504 or RTI Plan
- Educational or behavioral concerns
- Specialized classes or programs (GATE, Seminar, AP or IB)

OTHER SUPPORTS RECEIVED:

- Tutoring
- Counseling
- Other: _____